



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

POSITION: Generalist Clerk/Case Administrator I
LOCATION/DUTY STATION: Baltimore, Maryland
Occasional travel to Greenbelt courthouse
for coverage when needed

OPENING DATE: May 18, 2018
CLOSING DATE: Open Until Filled with
first preference given to applications
received by June 1, 2018*

SALARY: CL 23 (\$36,771 - \$59,774) Two years of general experience** or college degree
CL 24 (\$40,727- \$66,191) Two years of general experience** or college degree plus
one year of specialized experience** required
Possible promotion potential to the CL 25 (\$44,971 - \$73,128) without further competition.

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the position of Generalist Clerk/Case Administrator I. Qualified candidates will be highly motivated, very organized, and able to work independently as well as a part of a team.

Duties include, but are not limited, to the following:

- Staffs court intake reception area, including greeting members of the public; answering and routing telephone calls; and answering telephone and in-person inquiries from the general public, members of the bar, and other court-related agencies on case status, court procedures and filing processes.
- Answers inquiries from attorneys, chambers and related agencies about the Case Management/ Electronic Case Filing (CM/ECF) system. Provides assistance as needed.
- Informs customers of required fees, receives payments and issues receipts. Ensures the collection and receipt of appropriate fees. Secures funds in cash register and balances cash drawer at the end of the day.
- Receives, reviews, and routes incoming documents. Scans and converts documents as needed into imaged files. Processes document and record requests, including document reproduction, preparation, and certification.
- Make summary entries and assure the quality of all documents and proceedings entered on the automated docket. Assist in case management by ensuring that all automated entries are appropriately linked and routed. Prepare and transmit to appropriate parties such items as: notices, judgments and orders.
- Open cases upon receipt of initiating documents, such as complaints, or petitions.
- Close cases upon receipt of terminating documents, such as judgments and closing orders.

Qualifications and Requirements:

- High school graduate, or equivalent, required plus two years general experience. Education above high school may be substituted on the basis of one academic year being equal to one year of general experience.
- Excellent computer, verbal and written communications, organizational and interpersonal skills.
- Familiarity with electronic case filing and court system desirable. Court or legal experience and college education preferred.
- Accuracy and attention to detail essential.
- Strong typing skills, customer service experience and team orientation required.
- Some lifting of records is required.

Federal Benefits:

- 10 paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement program.
- Optional participation in the Thrift Savings Plan.
- Optional participation in the Federal Employees Health, Dental, Vision and Life Insurance programs.
- Optional participation in the Long Term Disability Plan, Long Term Care Insurance and Flexible Benefits programs.
- Optional participation in the Commuter Benefit program.

How to Apply:

Submit cover letter stating the reason for your interest in the position, a resume and a completed [AO-78 Application for Federal Employment](#) as a **single PDF document** to: jobs@mdd.uscourts.gov

Incomplete or incorrectly submitted application packets may not be considered for the position.

****To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on June 1, 2018.***

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview. The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- In the event a position becomes vacant in either division and in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

Conditions of Employment:

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- This is a sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination.
- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.

** General experience is progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general experience.

** Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.